

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Project Manager **Division of Economic & Financial Operations**

Responsibilities: Managed by and supports Chief Financial Officer in gathering, processing, analyzing and organizing voluminous amounts of data.

Duties:

- Coordinate and manage operational projects
- Work with cross-disciplinary teams to identify and implement workflow solutions
- Responsible for data collection and basic statistical analysis
- Responsible for compilation of Monthly & Ad Hoc Reports
- 990 Entry and Tracking
- All other tasks as assigned

Qualifications:

- College education (Mathematics, Accounting, Finance or Economics) or Analyst experience.
- Preferred, undergrad degree with work toward Masters, MBA, CPA, or CFA.
- Proficient computer skills to include, but not limited to, Microsoft Office Suite.
- Advanced skills in Microsoft Excel.
- Excellent planning, organizational skills and oral and written communication.
- Ability to manage time and plan tasks to meet deadlines, and the ability to set priorities.
- Strong sense of ethics, including the need for strict confidentiality.